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Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons

30 January 2018

English only

Second session
Geneva, 23 April–4 May 2018

Information for States parties, observer States and intergovernmental organizations

Summary

The present document provides preliminary information for participants in the second session of the Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons. Any necessary additional information will be provided closer to the date of the session. Documentation and other information will be posted, as it becomes available, on the website of the 2018 Preparatory Committee (www.un.org/disarmament/wmd/nuclear/npt2020/prepcom2018/).

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I. Dates and venue

1. The second session of the Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons will be held in Geneva from 23 April to 4 May 2018.

2. The opening meeting will begin at 10 a.m. on Monday, 23 April, and will be held in the Assembly Hall at the United Nations Office at Geneva.

II. List of speakers and general debate

3. The list of speakers for the general debate will be open from 10 a.m. (New York time) on 2 April 2018. States parties wishing to add the names of their representatives to the list of speakers for the general debate are invited to contact Mr. Hong Tan of the Secretariat by email (tan1@un.org, tel.: 1 212 963 7062). During the session, the list of speakers will be handled by Mr. Reint Vogelaar (rvogelaar@unog.ch).

4. Given that a large number of States parties are expected to take part in the debate, the Chair has indicated that it would be highly desirable for statements not to exceed five minutes so that the general debate can be completed within the envisaged time frame. Representatives speaking on behalf of a group of States are encouraged to deliver statements that do not exceed eight minutes.

5. Delegations are kindly requested to submit electronic versions of their statements as early as possible for posting on the paper-smart portal to papersmart6@un.org. The title and the date of the meeting should be indicated in the subject line of the email. The statements will be available to view and download from the paper-smart portal upon delivery. The Secretariat kindly requests that delegations provide only 25 hard copies of official statements for the technical services. The United Nations does not provide photocopying services.

III. List of participants

6. States parties, observer States and intergovernmental organizations are requested to provide, in writing, the composition of their delegations at the session, as soon as possible and by no later than 30 March 2018, to the Secretary of the Preparatory Committee, Mr. Ioan Tudor, Office for Disarmament Affairs, United Nations, New York, New York 10017, United States of America. To facilitate the preparation and early distribution of the list of participants, it is requested that electronic documents containing the names of representatives be provided in Microsoft Word or a compatible format. Electronic copies should be provided to Ms. Lucia Andaya of the Secretariat by email (andaya@un.org) as soon as possible but no later than 30 March 2018. During the session, the list of participants will be handled by Mr. Reint Vogelaar (rvogelaar@unog.ch)

IV. Accreditation and registration procedures

7. Members of delegations who are not already accredited to the United Nations Office at Geneva are requested to complete an application on the online Indico system at https://reg.unog.ch/event/23077/registration/ and follow the process described. Indico is a new system that will facilitate participation in this and future meetings at the

Palais des Nations. Participants who already have an Indico account are requested to use their existing account and update it when needed. All members of delegations will have to attach a scanned copy of their passport or national identification card and the note verbale or letter, including their name on the list of the delegation, as a mandatory document when registering online. If the requested documents are not attached, the system will reject the application. A user guide is available for reference on the webpage of the second session of the Preparatory Committee under the registration category (http://www.un.org/disarmament/wmd/nuclear/npt2020/prepcom2018/).

8. Providing the individual email addresses of the participants in the registration form will ensure that all participants receive an automatic email confirming their registration. The email will also contain a link that will enable each participant to upload a photograph, which is needed to issue a preprinted conference pass and which will therefore shorten the time needed to issue an access pass on the day of registration. Once the application has been approved in Indico, members of delegations will receive via email an e-ticket/QR code. Grounds passes valid for the duration of the session of the Preparatory Committee will be available for collection from the Pass and Identification Unit at the Pregny Gate of the Palais des Nations. Participants are advised to come to the Pregny Gate well in advance to allow enough time for security checks.

9. Members of delegations from States and international organisations can collect their passes as from 12:00 on Friday, 20 April 2018. Delegates are advised to bring a copy of the delegations' letter or note verbale or the e-ticket/QR code received after the successful Indico registration, in order to speed up the process. The Pass and Identification Unit will be open from 8 a.m. to 5 p.m. from Monday to Friday. Participants will need their passport to collect their pass.

V. Documentation

10. The second session of the Preparatory Committee will be a paper-smart session, meaning that a limited number of hard copies of documents will be available. No hard copies of pre-session documents will be available. All documents and statements for the session will be available from the website of the 2018 Preparatory Committee (www.un.org/disarmament/wmd/nuclear/npt2020/prepcom2018/).

11. Pursuant to the guidelines of the General Assembly on the submission of documentation (in particular, Assembly resolutions 52/214, 53/208 and 59/265), documents submitted by States parties should not exceed 20 pages (10,700 words). However, it is strongly recommended that documents not exceed five single-spaced pages (2,675 words) to reduce costs, facilitate translation and ensure timely issuance. Given the special circumstances under which the Review Conference and its Preparatory Committee work, States parties may submit pre-session documentation, including reports and lengthy working papers, to the Secretariat at least six weeks before the start of the first session of the Preparatory Committee and by no later than 6 March 2018 to facilitate translation into the official languages and issuance two weeks prior to the session. In order to comply with these requirements, delegations are encouraged to provide only new information when submitting reports. States parties are requested to submit documents in Microsoft Word to the Secretariat, to Mr. Gunther Pointner (pointner@un.org), with copy to Mr. Hong Tan (tan1@un.org). It should be noted that email submissions become valid only upon acknowledgement of receipt from the Secretariat.

VI. Side events and exhibitions

12. The number of rooms available for holding side events during the second session of the Preparatory Committee is limited. However, States and organizations that plan to hold a side event utilizing United Nations facilities can apply for consideration by completing the side event request form annexed to the present document (annexes I and II) and submitting it to Ms. Claudia Garcia (claudia.garcia-guiza@un.org) by no later than 23 March 2018. The availability of facilities is not guaranteed, and applications will be considered taking into account the needs and requirements of the applicant. It should be noted that email submissions become valid only upon acknowledgement of receipt from the Secretariat.

13. Limited space is available for exhibits. To request the use of such space and enquire about the relevant details, applicants should contact Ms. Garcia (claudia.garcia-guiza@un.org) as soon as possible and by no later than 23 March 2018.

VII. Secretariat

14. The Secretariat may be contacted by telephone (1 212 963 0386).

15. A provisional list of Secretariat officials is provided below.

Area of responsibility	*Name*	*Telephone no.*	*Email address*
Secretary	Ioan Tudor	1 917 367 9479	tudori@un.org
Non-governmental organizations	Diane Barnes	1 212 963 4178	diane.barnes@un.org
Side events	Claudia Garcia	1 212 963 4178	claudia.garcia-guiza@un.org
Documentation	Gunther Pointner	1 212 963 0604	pointner@un.org
Participants list	Lucia Andaya	1 212 963 0386	andaya@un.org
Speakers list	Hong Tan	1 212 963 7062	tan1@un.org
Speakers and participants list during the session	Reint Vogelaar	41 22 917 0054	rvogelaar@unog.ch

Annex I

Side Event Request Form

Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons
Second session
Geneva, 23 April to 4 May 2018

Please fill in all fields. This form must be returned by email to Ms. Claudia Garcia (claudia.garcia-guiza@un.org), United Nations Office for Disarmament Affairs, by 23 March 2018.

Profile of the organizer		
1. Submission date *(DD/MM/YYYY)*		
2. Organizer(s)		
3. Any past NPT event?	☐ Yes (please select the year of most recent) 2017 Vienna	☐ No
Profile of the event		
4. Title of the event		
5. Brief description of the event		
6. Sponsors *(if any)*		
Planning requirements		
7. Proposed date and time	*First preference* From: To:	*Second preference* From: To:
8. Expected number of participants		
9. Equipment and services request *(Cost to be borne by the requestor)*	☐ Powerpoint projection facilities *(PC, PPoint projector and screen)* ☐ DVD projection facilities *(DVD player & projector and screen)* ☐ Nameplates (please specify in a separate sheet) ☐ Portable microphones ☐ Internet connection ☐ Other (please specify) ( )	*For Powerpoint only:* ☐ Technical rehearsal ☐ No request

10. Speakers' name	**Title**	**Affiliation**	**Need temporary badge**	
(1)			☐ Yes	☐ No
(2)			☐ Yes	☐ No
(3)			☐ Yes	☐ No
(4)			☐ Yes	☐ No
(5)			☐ Yes	☐ No
(6)			☐ Yes	☐ No
(7)			☐ Yes	☐ No
		Total number of temporary badges required: *(Please notify us immediately of any change in the request)*		

Contact information		
11. Main contact person	Name: Address:	Tel: Email:
12. Alternate contact person	Name: Address:	Tel: Email:

We agree to bear all costs incurred for the requested equipment and services.
Signed by: Date:
(Authorized representative of the requestor)

* Food and drinks are strictly prohibited in the conference rooms. Activities involving food and drinks are allowed only in the areas designated for this purpose. The United Nations will not facilitate these arrangements.

Annex II

Exhibition Application Form

Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons
Second session
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Please print details clearly and fill in all fields. This form must be returned by email to Ms. Claudia Garcia (claudia.garcia-guiza@un.org), United Nations Office for Disarmament Affairs, by 23 March 2018.
Late and/or incomplete applications will not be considered under any circumstances.

(Official use only) Received on (DD/MM/YYYY)		Rejected: Late application / Incomplete (#.) / Other (....)
1. Date of application *(DD/MM/YYYY)*		
Profile of the organizer		
2. Organizer(s)		
3. Any past NPT exhibitions?	☐ No	☐ Yes (please specify)
Profile of the exhibition		
4. Title of the exhibition		
5. Sponsors (Member States/ intergovernmental organizations)		
6. Brief description of the exhibition		
7-1. Total number of exhibition items to be displayed		
7-2. List all exhibition items and provide each size and medium	**Size** (H × W × D in centimetres)	**Medium** (photo, sculpture, etc.)
(a)		
(b)		
(c)		
(d)		
(e)		
(f)		
(g)		
(h)		
(i)		
(j)		
7-3. Attach a full, non-returnable, portfolio in electronic format including all the exhibition items and all the texts/captions to be displayed + audio / video if applicable. ☐ Portfolio attached		
Planning requirements		
8. Equipment and services request *(Cost to be borne by the requestor)*	☐ No request	☐ Yes (please specify)

Delivery and installation **The United Nations Secretariat does not receive or store any materials on behalf of the organizers. The United Nations Secretariat refuses to take any delivery of the exhibition items and shall be not responsible for such exhibition items.**		
9. Approximate size of freight *(H × W × D in centimetres)*		
10. Tentative shipment and installation plan		
Contact information		
11. Main contact person	Name:	
Mailing address:		
Email:	Tel:	Fax:
12. Alternate contact person	Name:	
Mailing address:		
Email:	Tel:	Fax:
We agree to assume full responsibility for delivering, insuring, storing, installing, maintaining, dismantling, crating, shipping and publicizing our exhibition, for storage of shipping and packing cases during the exhibition, as well as for all related costs, including all costs incurred for the requested equipment and services. **We agree to the following terms and conditions:** **(a) All exhibition applications must be reviewed and approved by the Secretariat (United Nations Office for Disarmament Affairs) and the Cultural Activities Committee of the United Nations Office at Geneva.** **(b) The size of each exhibition will need to be determined based upon the total number of accepted exhibitions. An exhibition request may be accepted subject to adaptation.** **(c) Confirmation of exhibitions will be sent out by email as soon as an indicative schedule of side events and exhibitions is finalized. The United Nations will not respond to any request for earlier confirmation.** **(d) The United Nations reserves the right to determine the exact location and display of each exhibition. The United Nations may withdraw its confirmation of exhibitions at any time and without incurring any liability in the event of extraordinary unforeseen circumstances.**		
Signed by: *(Authorized representative of the requestor)*		Date: